

# Journal Copyediting Guide

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As well as checking that the text is grammatically correct, has no spelling errors, and ‘makes sense’, please also consider the below guidelines. Please ensure that all edits are done with ‘tracked changes’ turned on, so that the editors and authors can review the changes. If you are not able to correct the information then please add queries directed to the author or the editors as comments. These should start ‘[AU QUERY]’ or [ED QUERY]’:

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## Structure

Whilst the structure of the main text is flexible, the below must be adhered to:

### Title page

The title page must include all of the below information, in the same order. No further information should be included within the title page without agreement from the Editorial Manager:

#### **Title**

#### **Full author name(s)**

#### **Affiliation(s)**

#### **Corresponding author's email address** (other author email addresses are optional)

Author names must include a forename and a surname. Forenames cannot include only initials.

- J. Bloggs is not permitted. The full name, Joe Bloggs is required

The affiliation should ideally include 'Department, Institution, City, Country', however only the Institution and Country are mandatory.

### Abstract

The main text must be prefaced by an abstract of no more than 250 words summarising the main arguments and conclusions of the article.

This must have the heading 'Abstract' and be easily identified from the start of the main text.

A list of up to six key words may be placed below the abstract (optional).

### Main text

The body of the submission should be structured in a logical and easy to follow manner. A clear introduction section should be given that allows non-specialists in the subject an understanding of the publication and a background of the issue(s) involved. Methods, results, discussion and conclusion sections may then follow to clearly detail the information and research being presented.

Up to three level headings may be present and must be clearly identifiable using different font sizes, bold or italics. We suggest using Headings 1, 2 and 3 in MS-Word's 'Style' section, or an equivalent of this.

### Acknowledgements (optional)

Any acknowledgements must be headed and in a separate paragraph, placed after the main text but before the reference list.

### Author information (optional)

A short biographical statement from the author(s) may be placed after the Acknowledgements section. This must be no longer than 200 words and include only information relevant to the subject matter.

### Competing interests

If any of the authors have any competing interests then these must be declared. A short paragraph should be placed before the references.

If not competing interests are to be declared then the section should read 'The author(s) declare that they have no competing interests in publishing this article.'

### Ethics and consent (if applicable)

Research involving human subjects, human material, or human data, must have been performed in accordance with the Declaration of Helsinki. Where applicable, the studies must have been approved by an appropriate ethics committee and the authors should include a statement within the article text detailing that this approval has been granted, including the name of the ethics committee and reference number of the approval. The identity of the research subject should be anonymised whenever possible.

For most research involving human subjects, informed consent to participate in the study should be obtained from participants (or their parent or guardian in the case of children under 16), and is mandatory if the identity cannot be removed from the publication.

Experiments using animals must follow national standards of care.

For further information, see <http://bit.ly/1rBoe0S>

## References

All references cited within the submission must be listed at the end of the main text file.

The references should be the last section of the text.

## Language and text

### Capitalisation

For the submission title:

Capitalise all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions (i.e. as, because, although).

Use lowercase for all articles, coordinate conjunctions and prepositions.

- Slip-Sliding on a Yellow Brick Road: Stabilization Efforts in Afghanistan
- Person Recognition Is Easier from Faces than from Voices

Headings within the main text:

First level headings in the text should follow the same rule as the main title.

For lower-level subheadings, only capitalise first letter and proper nouns.

### Spelling

Submissions must be made in English. Authors are welcome to use American or British spellings as long as they are used consistently throughout the whole of the submission.

- Palaeo (UK) vs. Paleo (US)
- Colour (UK) vs. Color (US)
- Centre (UK) vs. Center (US)
- 13 January 2011 (UK) vs. January 13, 2011 (US)

When referring to proper nouns and normal institutional titles, the official, original spelling must be used.

- *World Health Organization*, not *World Health Organisation*.

### Grammar

American or English grammar rules may be used as long as they are used consistently and match the spelling format (see above). For instance, you may use a serial comma or not.

- red, white, and blue *OR* red, white and blue

If the meaning of a sentence is unclear then please raise this as an author query so that the author can clarify the meaning or accept your suggested change.

### Font

The font used should be commonly available and in an easily readable size. This may be changed during the typesetting process and will not necessarily be the published font.

Underlined text should be avoided whenever possible.

Bold or italicised text to emphasise a point are permitted, although should be restricted to minimal occurrences to maximise their efficiency.

Text must be left justified, with words not breaking over different lines (i.e. line breaking hyphenation should not be present).

### Contractions

The use of contractions should be avoided unless the text is being deliberately informal.

- can not *instead of* can't
- do not *instead of* don't

### Quotation marks

Use single quotation marks except for quotes within another speech, in which case double quotation marks are used.

Quotations that are longer than three lines in length must be in an indented paragraph separate from the main text.

The standard, non-italicised font must be used for all quotes.

It must be clear from the text and/or citation where the quote is sourced. If quoting from material that is under copyright then permission will need to be obtained from the copyright holder.

If some of the original quote is being omitted then an ellipsis with a space on either side must be used to break the text.

- 'each sample ... was processed in identical environments'

Words added to the original quote text, to enhance clarity, must be placed within square brackets

- 'the country [France] was ranked number one for cuisine'

### Acronyms & Abbreviations

With abbreviations, the crucial goal is to ensure that the reader – particularly one who may not be fully familiar with the topic or context being addressed – is able to follow along. Spell out almost all acronyms on first use, indicating the acronym in parentheses immediately thereafter. Use the acronym for all subsequent references.

- Research completed by the World Health Organization (WHO) shows ...
- The last common ancestor (LCA) to modern humans was ...

A number of abbreviations are so common that they do not require the full text on the first instance.

Examples of these can be found at:

[http://en.wikipedia.org/wiki/Wikipedia:Manual\\_of\\_Style/Abbreviations#Miscellanea](http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style/Abbreviations#Miscellanea)

As a general rule, if the abbreviated form would not be recognised by a non-specialist then the full explanation should be given on the first encounter. If in doubt then use the full word or phrase for the first use.

Abbreviations should usually be in capital letters without full stops.

- USA, not U.S.A

Common examples from Latin origin do not follow this rule and should be lower case and can include full stops.

- e.g., i.e., etc.

### Trade names

To ensure impartiality, trade names should be avoided in favour of generic names, unless absolutely necessary. If a trade name is mentioned then its inclusion must be put in context and explained/justified. If in doubt, please raise this with the editorial team.

## Use of footnotes/endnotes

Use endnotes rather than footnotes (we refer to these as ‘Notes’ in the online publication). These appear at the end of the main text, before ‘References’.

All notes should be used only where crucial clarifying information needs to be conveyed.

Avoid using notes for purposes of referencing, with in-text citations used instead. If in-text citations cannot be used, a source can be cited as part of a note.

Please insert the endnote marker after the end punctuation.

## Lists

Use bullet points to denote a list without hierarchy or order of value.

If the list indicates a specific sequence then a numbered list must be used.

Lists should be used sparingly to maximise their impact.

## Data and symbols

### Symbols

Symbols are permitted within the main text and datasets as long as they are commonly in use or have explanatory definition on their first usage.

### Hyphenation, em and en dashes

There is no set rule on the use of hyphenation between words, as long as they are consistently used.

Em dashes should be used sparingly. If they are present, they should denote emphasis, change of thought or interruption to the main sentence and can replace commas, parentheses, colons or semicolons.

- The president’s niece—daughter of his younger brother— caused a media scandal when...

En dashes can be used to replace ‘to’ when indicating a range. No space should be around the dash.

- 10-25 years
- pp. 10-65

### Numbers

For numbers zero to nine please spell the whole words rather than use numeric figures. Please use figures for numbers 10 or higher.

- This study looked at five case studies
- This study looked at 12 case studies

We are happy for authors to use either words or figures to represent large whole figures (i.e. one million or 1,000,000) as long as the usage is consistent throughout the text.

If the sentence includes a series of numbers then figures must be used in each instance.

- Artefacts were found at depths of 5, 9, and 29 cm.

If the number appears as part of a dataset, in conjunction with a symbol or as part of a table then the figure must be used.

If a number is presented with a symbol then the figure must be not separated from the unit by a space.

- This study confirmed that 5% of...

If a sentence starts with a number it must be spelt, or the sentence should be re-written so that it no longer starts with the number.

- Fifteen examples were found to exist...
- The result showed that 15 examples existed...

When a number consists of more than four digits it must be split by a comma after every three digits to the left of the decimal place.

- 23,654

Do not use a comma for a decimal place.

- 2.43 *NOT* 2,43

Formatting of numbers must be consistent throughout the text, especially within the same dataset.

Numbers that are less than zero must have '0' precede the decimal point.

- 0.24 *NOT* .24

### Units of measurement

Symbols following a figure to denote a unit of measurement must be taken from the latest SI brochure. See [http://www.bipm.org/utis/common/pdf/si\\_brochure\\_8\\_en.pdf](http://www.bipm.org/utis/common/pdf/si_brochure_8_en.pdf) for the full brochure, but the below are the more common examples.

- ampere A
- centimetre cm
- degree (angular) °
- degree Celsius °C
- gram g
- hour h
- kilogram kg
- kilometre km
- litre l (spell out if confusion is possible)
- metre m
- microgram  $\mu\text{g}$
- milligram mg
- millimeter mm
- minute (of time) min
- newton N
- second (of time) s

### Months and Years

When in the main text, months must be written in full.

If displayed as part of a dataset then a shortened version is acceptable as long as the meaning is still clear.

- January – Jan; February – Feb etc.

Months should always begin with a capital letter.

Use figures for years, decades and centuries. Do not include an apostrophe before the 's'.

- 1995
- 1980s
- 16th-century

### Formula

Formulae must be proofed carefully by the author. Editors will not edit formulae. If special software has been used to create formulae, the way it is laid out is the way they will appear in the publication.

### Fractions

When presented in the main text, fractions must be written in non-hyphenated words, not figures.

- Three quarters of the study sample....
- The study showed that two fifths of the population....

## Currencies

- £ for British Pound Sterling, € for Euro, e.g. £50, €100
- US\$, C\$, NZ\$, A\$ to distinguish between the different dollar currencies

If the currency is unclear from the symbol then it must be written in full for the first use and then abbreviated thereafter

- 45 Egyptian Pounds (E£ or EGP)

There must be no space between the currency symbol and the number

## Time

Time of the day can be given in either 12 or 24 hour clock, as long as the format is consistently used. If using 12 hour clock then 'am' and 'pm' must immediately follow the digits to denote before (am) or after (pm) midday

- 16:30
- 4.30pm

If formatting rules are not detailed here, then please follow *Oxford Style Guide/New Hart's Rules*.

## Figures & Tables

### Figures

Figures, including graphs and diagrams, must be professionally and clearly presented. If a figure is not easy to understand or does not appear to be of a suitable quality, the editor may ask to re-render or omit it.

All figures must be cited within the main text, in consecutive order using Arabic numerals (e.g. Figure 1, Figure 2, etc.).

Citations to figures can use 'Fig' or 'Figure', as long as use is consistent throughout the whole text.

Figure citations may be in bold text (optional), as long as the format is used consistently.

Each figure must have an accompanying descriptive main title. This should clearly and concisely summarise the content and/or use of the figure image.

- Figure 1: 1685 map of London.

A short additional figure legend is optional to offer a further description of the figure.

- Figure 1: 1685 map of London. Note the additional of St Paul's Cathedral, absent from earlier maps.

Figure titles and legends should be placed within the text document, either after the paragraph of their first citation, or after the references.

The source of the image should be included, along with any relevant copyright information and a statement of authorisation (if needed).

If using images from an archive then please provide the name of the archive, the collection and the acquisition number.

- **Figure 1: Firemen try to free workers buried under piles of concrete and metal girders.**  
Photo: Claude-Michel Masson, published in *Le Figaro* (16 January 1964), p. 18. Reproduced with permission of the photographer.

If your figure file includes text then please present the font as Ariel, Helvetica, or Verdana. This will mean that it matches the typeset text.

Figures will not be re-formatted during the typesetting process.

*NOTE: All figures must be uploaded separately as supplementary files during the submission process, if possible in colour and at a resolution of at least **300dpi**. Each file should not be more than 20MB. Standard formats accepted are: JPG, TIFF, GIF, PNG, EPS. For line drawings, please provide the original vector file (e.g. .ai, or .eps).*

## Tables

Tables must be created using MS Word's table function, not tabbed text.

Tables should be included in the manuscript at their appropriate place, to ensure that the typeset version has these appropriately positioned.

All tables must be cited within the main text, in consecutive order (e.g. Table 1, Table 2, etc.).

The shortened word 'Tab' should not be used to cite a table.

Each table must have an accompanying descriptive title. This should clearly and concisely summarise the content and/or use of the table.

A short additional table legend is optional to offer a further description of the table.

The table title and legend should be placed underneath the table.

Tables should not include:

- Rotated text
- Colour to denote meaning (it will not display the same on all devices)
- Images
- Vertical or diagonal lines
- Multiple parts (e.g. 'Table 1a' and 'Table 1b'). These should either be merged into one table, or separated into 'Table 1' and 'Table 2'.

*NOTE: If there are more columns than can fit on a single page, then the table will be placed horizontally on the page. If it still can't fit horizontally on a page, the table will be broken into two.*

## References

### In-text citations

Every use of information from other sources must be cited in the text so that it is clear that external material has been used. Authors must use parenthetical citations according to the Harvard 'Author, Year' style.

### 'Author, Year' citations

If the author is already mentioned in the main text then the year should follow the name within parenthesis.

- Both Jones (2013) and Brown (2010) showed that ...

If the author name is not mentioned in the main text then the surname and year should be inserted, in parenthesis, after the relevant text. Multiple citations should be separated by semi-colon and follow alphabetical order.

- The statistics clearly show this to be untrue (Brown 2010; Jones 2013).

If three or fewer authors are cited from the same citation then all should be listed. If four or more authors are part of the citation then 'et al.' should follow the first author name.

- (Jones, Smith & Brown 2008)
- (Jones et al. 2008)

If citations are used from the same author and the same year, then a lowercase letter, starting from 'a', should be placed after the year.

- (Jones 2013a; Jones 2013b)

If specific pages are being cited then the page number should follow the year, after a colon.

- (Brown 2004: 65; Jones 2013: 143)

For publications authored and published by organisations, use the short form of the organisation's name or its acronym in lieu of the full name.

- (ICRC 2000) *NOT* (International Committee of Red Cross and Red Crescent Societies 2000)

Please do not include URLs (web addresses) in parenthetical citations, but rather cite the page title and include all details, including the URL, in the reference list.

## Reference list

### 'Author year' citations

All citations must be listed at the end of the text file, in alphabetical order of authors' surnames.

All reading materials should be included in 'References' – works which have not been cited within the main text, but which the author wishes to share with the reader, must be cited as additional information in endnotes explaining the relevance of the work. This will ensure that all works within the reference list are cited within the text.

If a reference is by multiple authors then please list all authors in full, up to 30 individuals. If there are more than 30 authors then please use et al. after the thirtieth author.

*NOTE: If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.*

*NOTE: DOIs must be included for all reference entries, where possible.*

## Reference format

### Harvard

This journal uses the Harvard system – see below for examples of how to format:

#### **Books:**

**Author, A A** Year *Title*. Place of publication: Publisher.

**Adam, D J** 1984 *Stakeholder analysis*. 2nd ed. Oxford: Oxford University Press.

**Silverman, D F** and **Propp, K K** (eds.) 1990 *The active interview*. Beverly Hills, CA: Sage.

**Achebe, C** 1995 Colonialist Criticism. In: Ashcroft, B et al. *The Post Colonial Studies Reader*. London: Routledge. pp. 57-61.

*NOTE: If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.*

#### **Journal articles:**

**Author, A** Year *Title*. *Journal name*, vol(issue): page. DOI

**Martin, L** 2010 Bombs, bodies and biopolitics: Securitizing the subject at airport security. *Social and Cultural Geography*, 11(1): 17-34. DOI: <http://dx.doi.org/10.1080/14649360903414585>

*NOTE: Please include DOIs for all journal articles where possible.*

#### **Newspaper articles:**

**Author, A** Year *Title*. *Newspaper*, date of publication, page.

**Tate, P** 2007 Illicit organ trade increasing. *The Jordan Times*, 6 June, p. 3.

***Conference papers:***

**Author, A** Year Title of chapter. In: Title of conference proceedings, location, date, pp. page.

**Lynch, M** 2003 Dialogue in an age of terror. In: The Annual Meeting of the American Political Science Association, Philadelphia, PA on 18 August 2003, pp. 4-7.

***Organisational publications/Grey literature:***

**Author group** Year *Title*. Place of publication: Publisher

**World Health Organization** 2010 *The world health report – Health systems financing: the path to universal coverage*. Geneva, Switzerland: WHO.

***Theses and dissertations:***

**Author, A** Year Title. Unpublished thesis (PhD), institution.

**Yudis, A** 2004 Failed responsibility of the media in the war on Iraq. Unpublished thesis (PhD), University of Manchester.

***Webpages / PDFs:***

**Author, A** Year Title, date of publication. Available at URL [Last accessed date month year].

**Pascual, Amb. C** 2005 Stabilization and Reconstruction: Building peace in a hostile environment. Prepared statement to Senate Committee on Foreign Relations, 16 June 2005. Available at <http://2001-2009.state.gov/s/crs/rls/rm/48644.htm> [Last accessed 14 August 2012].

2013).